

Idaho State Historical Society
Financial Services
Quarterly Report
October-December 2001

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

October:

1. Final GAAP report submitted to State Controller's Office.
2. FY2003 budget request confirmed with DFM.
3. 5 year Facilities Needs Plan submitted to Department of Administration.
4. Calculated effect of additional 5% reduction for FY2003 budget.
5. Set up NEH Grant records for Education (Cultural Roots) administered by Kris and Museum (Preservation Assessment) administered by Jody, SHAM and NWHC receipt and expense line items.
6. Processed first 2 requests for NPS Cost Share disbursements.
7. Prepared adjustments to shuffle personnel costs due to reduction in SHPO FY2002 grant funds.

November:

1. Calculate impact of additional 1% FY2002 budget hold back on staff salaries and process paperwork for reduction in appropriation.
2. Review equipment inventory, compile disposal list and distribute.
3. Set up IHC Teacher Institute grant financial records.
4. Prepare special October SHPO and July, August and September Library dedicated fund expenditure detail report.
5. Meet with Dylan McDonald and Linda Morton-Keithly to set up IHC grant records.

December:

1. Process final FY2001 SHPO grant disbursements.
2. Meet with Ann to prepare final SHPO FY2001 grant financial report.
3. Attend Horizons Planning Summit.
4. Process 3rd request for NPS Cost Share claim.
5. Process 1st Lewis & Clark grant to Idanha Films.
6. Announce Old Pen Ford Ranger as surplus equipment inventory.
7. Confirm FY2003 budget submitted by Legislative Budget Office for ISHS.
8. Continued staff shuffle due to General Fund RIF and reduction of SHPO funds.
9. Provide Library with November Dedicated Fund and Keith Petersen with October and November General Fund detailed financial analysis.

Projects Underway:

1. Review equipment and capital outlay purchase and disposal records and update SCO FAS system records.
2. Prepare indirect cost report based on FY2001.
3. Assemble NHPRC financial data and prepare report.
4. Update and distribute equipment inventory lists to work groups for confirmation.
5. Initiate yearly personnel evaluation process.
6. Prepare fringe benefit calculation based on final FY2001 benefit costs.

Personnel:

The bad news is Shari has accepted a position at BSU and will be leaving us January 7th. Our loss is their gain since they are in a better financial position than ISHS to offer more money. Jeanne and I were able to smooth out the operations of the fiscal office and catch up on the backlog which accumulated during the vacancy of the clerks position and training period. Now we will be forced to limp along until we can get this position refilled. We will be waiting to see what ramifications the RIF process will have on the agency staff before announcing to refill this vacancy.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger
Thank you.